

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, &amp; 30</b>				1. REQUISITION NUMBER <b>GQBBF180005AM0002</b>		PAGE 1 OF <b>6</b>	
2. CONTRACT NO. <b>GS-35F-688GA</b>		3. AWARD/EFFECTIVE DATE <b>09/30/2018</b>		4. ORDER NUMBER <b>47HAA018F0456</b>		5. SOLICITATION NUMBER <b>47HAA01800415</b>	
6. SOLICITATION ISSUE DATE <b>09/12/2018</b>		7. FOR SOLICITATION INFORMATION CALL:		a. NAME <b>Anita M. Little</b>		b. TELEPHONE NUMBER (No collect calls) <b>(202) 501-0087</b>	
8. OFFER DUE DATE/ LOCAL TIME <b>09/19/2018</b>		9. ISSUED BY <b>General Services Administration (GSA) Office of Internal Acquisition (OIA) 1800 F Street NW Washington, DC 20405</b>		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: _____ % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS: <b>611430</b> <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> EDWOSB SIZE STANDARD: <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8 (A)			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING	
15. DELIVER TO <b>General Services Administration (GSA) Office of the Chief Financial Officer (OCFO) 1800 F Street NW, Washington, 20405</b>		16. ADMINISTERED BY <b>SEE BLOCK #9</b>		14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFP <input type="checkbox"/> IFB <input type="checkbox"/> RFP			
17a. CONTRACTOR/ OFFEROR <b>Vertosoft LLC 19592 Glastonbury Lane Leesburg, VA 20175</b>		17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>		18a. PAYMENT WILL BE MADE BY <b>USDA-OCFO Financial Information &amp; Operations Division P.O. Box 419279 Kansas City, MO 64141</b>		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM	
17a. CONTRACTOR/ OFFEROR <b>Vertosoft LLC 19592 Glastonbury Lane Leesburg, VA 20175</b>		17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>		18a. PAYMENT WILL BE MADE BY <b>USDA-OCFO Financial Information &amp; Operations Division P.O. Box 419279 Kansas City, MO 64141</b>		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM	
TELEPHONE NO. (703) 568-4703							
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY		22. UNIT	
		Federal Supply Schedule (FSC) 70 - General Purpose Commercial Information Technology Equipment, Software, and Services - Special Item Number (SIN) 132 40 Cloud Computing Services Financial Reporting, Audit, and Internal Control (FRAIC)  Period of Performance: September 30, 2018 -- September 29, 2019  <i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>					
						23. UNIT PRICE	
						24. AMOUNT	
25. ACCOUNTING AND APPROPRIATION DATA <b>BBF-18-0005.2018.262X.00.S00BG100CST1.CSO40.H02.WB0051.....</b>				26. TOTAL AWARD AMOUNT (For Govt. Use Only) <b>\$345,000.00</b>			
27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input checked="" type="checkbox"/> ARE NOT ATTACHED				27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input checked="" type="checkbox"/> ARE NOT ATTACHED			
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED				29. AWARD OF CONTRACT: REF. <b>Vertosoft LLC</b> OFFER DATED <b>09/17/2018</b> . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR  <b>Jay Colavita</b>				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)  <b>ANITA LITTLE</b>			
30b. NAME AND TITLE OF SIGNER (Type or print) <b>JAY COLAVITA</b>		30c. DATE SIGNED <b>09/30/2018</b>		31b. NAME OF CONTRACTING OFFICER (Type or print) <b>ANITA M. LITTLE</b>		31c. DATE SIGNED <b>09/30/2018</b>	

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	Vertosoft Quote #3221				

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED ☐ INSPECTED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: \_\_\_\_\_

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32c. DATE

32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER

34. VOUCHER NUMBER

35. AMOUNT VERIFIED  
CORRECT FOR

36. PAYMENT

37. CHECK NUMBER

☐ PARTIAL ☐ FINAL

☐ COMPLETE ☐ PARTIAL ☐ FINAL

38. S/R ACCOUNT NO.

39. S/R VOUCHER NUMBER

40. PAID BY

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT

42a. RECEIVED BY (Print)

41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER

41c. DATE

42b. RECEIVED AT (Location)

42c. DATE REC'D (YY/MM/DD)

42d. TOTAL CONTAINERS



SF1449 Continuation  
Vertosoft, LLC  
Task Order 47HAA018F0456

## **1.0 DESCRIPTION**

The Contractor shall provide a Financial Reporting, Audit and Internal Control (FRAIC) Collaboration Tool on behalf of the General Services Administration, Office of the Chief Financial Officer. The FRAIC tool provides OCFO with the ability to meet Federal, internal and external financial management mission objectives. Details about the FRAIC tool may be found under the Statement of Work which is attached as an addendum to this award document.

## **2.0 CONTRACT TYPE**

This is a Firm Fixed-Price (FFP) task order.

## **3.0 PERIOD OF PERFORMANCE**

The period of performance is one base year with four option years.

Base Year September 30, 2018 – September 29, 2019  
Option Year 1 September 30, 2019 – September 29, 2020  
Option Year 2 September 30, 2020 – September 29, 2021  
Option Year 3 September 30, 2021 – September 29, 2022  
Option Year 4 September 30, 2022 – September 29, 2023

## **4.0 DELIVERY ADDRESS**

General Services Administration (GSA)  
Office of the Chief Financial Officer (OCFO)  
1800 F Street NW  
Washington, D.C. 20405

## **5.0 PRICING**

<b>Base Year</b>	<b>\$345,000.00</b>
<b>Option Year 1</b>	<b>\$362,250.00</b>
<b>Option Year 2</b>	<b>\$380,363.00</b>
<b>Option Year 3</b>	<b>\$399,381.00</b>
<b>Option Year 4</b>	<b>\$419,350.00</b>

**TOTAL TASK AMOUNT (Five Years): \$1,906,344.00**



SF1449 Continuation  
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DESCRIPTION	PRICE
Workiva Wdesk Cloud Platform + Premium Support (b) (4)	\$15,000.00
GSA WDESK-PRF001 Workiva Wdesk Professional UNLIMITED User License + Premium Support (b) (4)	\$330,000.00
GSA WDESK-ONBOARD Workiva Wdesk Onboarding Setup (b) (4)	\$0.00
GSA WDESK-DOCSETUP Workiva Wdesk Document Setup Services (b) (4)	\$0.00



SF1449 Continuation  
Vertosoft, LLC  
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## 6.0 INVOICE/PAYMENT

The Contractor **shall submit an original invoice for payment to GSA Financial Operations & Disbursement Division**. The contractor will submit original invoices electronically via the Vendor and Customer Self Service system.

**Electronic Submission:** The Vendor and Customer Self Service (VCSS) system, implemented by the General Services Administration (GSA), is a web-based application that allows vendors to create and process their invoices electronically (paperless) and track the status of payments made by GSA, and allows customers to view billing and payment information.

VCSS is a voluntary participation program; however any vendor desiring to participate must have a valid DUNS/DUNS+4 number and must register in the Central Contractor Registration (CCR) database prior to registering in VCSS.

Vendors can contact Dun & Bradstreet at <http://ccr.dnb.com/ccr/pages/CCRSearch.jsp> to obtain a DUNS/DUNS+4 number. The vendor must ensure that their CCR registration remains active at all times.

Copies of invoices shall be emailed to the designated Contracting Officer Representative (COR). The COR shall confirm deliveries or performance made against the invoiced line items to ensure that the correct amounts have been billed and documents any price changes. Where there are variances between the requirements cited and the work actually performed, the Contractor shall attach a separate sheet to the invoice detailing each instance of a variance. The Contractor shall compute the invoice price to reflect the actual amount owed. The COR shall then sign the invoice and complete the Receiving Report to authorize the GSA's payment office to process payment of the invoices.



SF1449 Continuation  
Vertosoft, LLC  
Task Order 47HAA018F0456

## **7.0 CONTRACTING OFFICER REPRESENTATIVE (COR)**

On behalf of the GSA Contracting Officer (CO), the Contracting Officer's Representative (COR) is responsible for the general administration of this task order, review/acceptance of all deliverables, and technical direction. This individual will serve as the Government point of contact concerning information exchange, submission review, and payment. Nothing said by the COR shall be construed to change contract requirements unless supported in writing by the CO.

**8.0 ALEXIS DUNCAN**  
Office of the Chief Financial Officer (OCFO)  
1800 F Street NW  
Washington, D.C. 20405  
Alexis.Duncan@gsa.gov  
(202) 304-8209

## **9.0 CONTRACTING OFFICER (CO)**

**ANITA M. LITTLE**  
**Contracting Officer (CO)**  
General Services Administration (GSA)  
Office of Administrative Services (OAS)

## **10.0 CONTRACTOR PERSONNEL**

**JAY COLAVITA**  
President  
Vertosoft LLC 19592  
Glastonbury Lane Leesburg, VA 20175  
(703) 568-4703

## **11.0 DOCUMENTS INCORPORATED**

1. GSA Statement of Work (SOW)
2. GSA Request for Quote RFQ1329414
3. Vertosoft's Price Quote 3221
4. Vertosoft's Technical Quote